

Ewelme Parish Council Risk Assessment – adopted 11/03/2026

Topic	Risk Identified	Level of Risk likelihood x severity L/M/H	Management of Risk	Action person(s) responsible
Community Emergency Plan	Actual or potential emergency in the parish.	M	EPC has a community emergency plan which is reviewed regularly to ensure it's up to date. This is also kept by the district council.	All councillors and the clerk. To be displayed on EPC's website.
Village Hall			This is the responsibility of the Village Hall Management Committee.	VHMC to confirm on 6th April annually that proper insurance and public liability policies are in place, and to produce them, if so required, to EPC.
Kings Pool	Public health risk – people might ingest or come into contact with contaminated water or toxic plants etc.	L	None, common sense.	None.
Village Pound	Children/dogs may run/step onto road from the Pound and the bench provided.	L	Fence alongside road.	None.

Cow Common	Walkers might trip or slip on uneven surfaces. Holes and obstacles can appear because of no prepared or maintained footpaths.	L	None, common sense.	None.
	Damaged access gates & stiles might cause injury while being negotiated.	L	Responsibility of grazier.	None.
	Domestic livestock may escape and cause accidents because of damaged fencing.	L	Regular checks by grazier.	None.
	Grazing livestock could react to common users.	M	Warning notices displayed on gates, mutual duty of care; Countryside Code.	Check notices monthly when livestock present - clerk.
Trees	Risk of falling branches, or trees.	M	Informal surveillance by councillors and public. Regular survey by registered arboriculturalist.	Perceived dangers reported to landowner.
Ewelme Common – small plot of unused scrubland	Normally inaccessible and impenetrable by public; no risks identified	L	None.	None.

Ewelme recreation area – outfield and wicket	Minor sports injuries do occur in cricket and football. Surface imperfections caused by level of usage and weather might increase possibility	M	Users asked to report any surface damage; checked by Council representative regularly	Monthly checks whilst in use – BT. Insurance cover.
	Open access could attract unauthorised vehicular users (joy riding). Unauthorised use by individuals with vehicles might lead to personal injury	M	Posts put in bank to deter vehicular access; locked access gates	Monthly checks whilst in use – BT. Insurance cover.

Car park at Cow Common	Malicious damage to vehicles or items stolen from vehicles left in car park.	L	Open to public.	None.
	Cars entering car park at night for drug dealing, drinking and loud music sessions etc may expose persons to injury.	L	Police aware.	None, police visit occasionally.

<p>Ewelme recreation facilities – children’s play area and play equipment; junior soccer goal and youth seating area; larger soccer goal for older youngsters and outdoor gym.</p>	<p>Users of equipment provided may injure themselves on it.</p>	L	<p>Formal inspection for compliance with European Safety Standard & DDA requirements. Users asked to report any damage or dangerous foreign objects. Checked by Council representative regularly; notice to indicate age restrictions etc.</p>	<p>Council representative inspects weekly and records findings – done on a rota system with all Cllrs. Annual inspection by a qualified person. Insurance cover.</p>
	<p>Older children/adults use the equipment and injure themselves or cause damage.</p>	L	<p>Signs to indicate age suitability, checked regularly by Council representative for damage.</p>	<p>Regular checks – done on a rota system with all Cllrs. Insurance cover.</p>
<p>Pavilion – sports pavilion used by local sports clubs.</p>	<p>Injury to persons or damage to property during authorised use.</p>	M	<p>Regular fire checks, fire extinguishers and first aid kit in place, regular Council representative checks.</p>	<p>Checks during use – GB & Clerk. Annual fire safety equipment inspection and PAT tests by a qualified person. Insurance cover.</p>
	<p>Damage or injury during unauthorised use.</p>	L	<p>Locks changed when necessary to restrict access. Regular checks.</p>	<p>Checks during use, occasional checks during winter – GB and Clerk.</p>

Finances	Confronted with an unexpected, large cost. A large invoice needs paying for an unexpected job in the village.	H	Council budgets to maintain approximately one year's precept contingency.	Ensure contingency is maintained. Reviewed at every EPC meeting & by finance councillors at every meeting.
	Theft by signing cheques or online payment.	H	Cheque books kept by Clerk who is not a signatory, 2 signatories required per cheque; cheques generally signed at meetings. Online payments are set up by clerk and authorised by 2 signatories. Fidelity insurance.	A councillor is responsible for checking bank statement against cheque book on quarterly basis; monthly finance statements reported at meetings.
	Improper use of Council funds.	H	All payments authorised in public meetings. All payments checked for an invoice by 2 councillors. Payments authorised are recorded in the minutes. Legal powers and financial regulations are adhere to. Proper financial records are kept in accordance with	Clerk/RFO and councillors.

			statutory requirements. Internal audit.	
PAYE	Incorrect tax/NIC calculations.	H	PAYE outsourced. Internal audit.	Clerk to send payroll company any extra paid hours after authorisation at a meeting.
Physical Assets owned	Loss or damage.	M	Regularly updated by Clerk when items are disposed of or acquired. Checked every February by full council. Review of insurance cover.	Clerk.
Precept	Non - submission	H	Clerk to report submission of precept demand at the January EPC meeting.	Clerk.
	Not paid by SODC.	H	Report to council.	Clerk to chase.
	Precept not adequate.	H	Contingency fund in place, budget done annually, income and expenditure against budget reported to Council monthly.	Monthly finance report, annual budget- Clerk & RFO.
Income from Pavilion hire.	Loss of income.	M	EPC minuted it is prepared to maintain the sports area as a resource irrespective of income from it. Result of village meeting/appraisal. With	Council to try to maintain the level of use – EPC, ongoing.

			lack of use, bills are reduced.	
Income from Ewelme News ads.	Loss of income.	M	Council has in the past approved supporting Ewelme News as a communication tool for the village. Advert income is a contribution to the costs.	Finances reported monthly. Council would have to make a decision re continuity depending upon level of income. Reviewed annually by finance councillors in February.
Expenditure	Wrong invoice amount paid, wrong recipient.	H	Invoices checked against payments by 2 Councillors.	Clerk/Councillors responsible for checking at time of signing.
	Goods not supplied.	M	Record kept of payments & goods received.	Clerk.
	VAT reclaim not done or done incorrectly.	H	On list of tasks for Clerk which is checked monthly; internal audit check.	VAT reclaim reported at least once per year to EPC meeting – Clerk.
Meetings	Conducted unlawfully.	M	Follow standing orders. Clerk and chairman to keep up to date with procedures.	Clerk and chairman.
Minutes and financial records.	Inaccurate financial and minute records.	M	Minutes checked by Councillors and signed at following meeting. Monthly Finance Report	All councillors.

			to Councillors. Internal audit.	
Resolutions	Resolutions not recorded accurately.	M	Chairman to summarise motions before they are voted on and clerk to record them in the minutes.	Chairman and clerk.
Standing Orders & Financial Regulations	Out of date, not adhered to.	H	Reviewed annually. New Councillors to be given a copy of them.	All councillors and clerk.
Softcopy documents and records	Loss.	H	Maintained on council laptop and backed-up regularly to memory stick, which is kept off-site. Back-up done at least before every finance meeting & memory stick given to Chairman.	Clerk and chairman.

Clerk/RFO	Loss of clerk due to illness.	H	List of where items (cheque books, records, electronic files, backups/archival files) are kept is held by Chairman; list of tasks for Clerk and job description are also available.	Clerk and chairman.
Councillors	Declaration of interests.	H	Declarations of interest are noted at every meeting. All councillors are aware of the Code of Conduct. Register is up to date and lodged with monitoring officer.	Agenda item – Chairman & Clerk. All councillors.
Public	Inadequate communication with the public.	M	Minutes of public meetings including committee meetings available to the public on the EPC website and noticeboards. EPC advertises the exercise of public rights. Financial accounts are published on EPC's website. Clerk can be contacted by telephone or email. All enquiries logged and dealt with appropriately.	Clerk.

Mowing the recreation ground	Using the tractor.	M	Two separate risk assessments available from the parish office.	All Cllrs, Clerk and mowing volunteers
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This policy must be reviewed annually and the date of adoption noted at the top.